

## DRAFT

### Minutes –Commissioner Meeting

Friday, March 9, 2012

Recorder: Heather Kreider

#### Commissioners

Amy Humble, Chair  
Neil Oberfeld, Vice Chair (absent)  
Laura Mulvey (absent)  
Paula Gumina  
Tom Muniz  
Bruce Cline  
Honorable Cecil Gutierrez  
P. Maureen McDonald

Barbara Morris, M.D.  
Angeline Roles  
Diane Stobnicke  
Steven Trujillo  
Carol Wright  
Morie Smile  
Deb Smith

#### Staff

Toya Nelson  
Heather Kreider

Mark Skinner  
Terri Jutzi

#### National Service Participants

Joshua Rivera, VISTA Leader

Jack O'Dell, VISTA

#### Guests

Andrew Freedman, Chief of Staff Lt. Gov Garcia  
Mark Morgan, City Year

Crystal Harris, AmeriCorps NCCC

The meeting was called to order at 9:03 a.m.

#### Chair Report

Amy opened up the meeting thanking Toya Nelson for her years of service. This meeting is Toya's last meeting as Executive Director of Serve Colorado. The Commissioners will be putting together a "farewell event" for Toya in April. Commissioners and staff expressed their appreciation for Toya and Toya thanked everyone.

#### Commissioner Updates

**Update from Paula-** now that the Learn and Serve program is no longer being funded, the Colorado Service Learning Council came together to create resources for K-12 schools, higher educational institutions and community organizations. The Council is creating one central website to list these service-learning resources. This effort is being driven by volunteers.

**Update from Bruce-** NCCC Regional Director Barbara Lane has accepted another job with CNCS in Washington, D.C. and in her place is acting director Ray Terlaje. (Bruce submitted additional updates for the record).

- AmeriCorps Director John Gomperts has announced his imminent departure from CNCS.
- CNCS Field staff will be provided training on Performance Measurement training to prepare for the roll-out of CNCS-wide performance measures in the coming months.
- The Colorado Emergency Management Conference was just held in Loveland Colorado with the last day offering a series of sessions for CO VOAD, Voluntary Organizations Active in Disaster.
- The CNCS Colorado Field office is convening national service programs operating K-12 education programs in Denver Public Schools on Tuesday, March 20, 2012 (email [tlangehaug@cns.gov](mailto:tlangehaug@cns.gov) for details).
- Paul Carttar from CNCS visited Colorado last week to join Lt. Governor Garcia and Governor Hickenlooper help announce Social Innovation Fund subgrantees of Mile High United Way.

**Update from Maureen-** The Denver Metro Chamber Leadership Foundation will be kicking off an initiative to engage the public in community service this summer. This initiative will engage the Leadership Alumni base in their communities. Stay tuned for further information.

**Update from Cecil-** Loveland just celebrated the opening of an expanded library and will be celebrating the opening of the Rialto Theater.

**Update from Morie-** AARP is proud to be supporting both the Cesar Chavez Day of Service and the Literacy Initiative. They will be hiring staff as well.

**Update from Angeline-** briefly discussed the TBD Colorado Governor's Initiative and encouraged people to self-nominate themselves for the meetings.

Amy encouraged everyone to read the press about the Literacy Initiative and the Colorado Reading Core.

### **Approval of Minutes**

Minutes were presented for both the January Commissioner Meeting and the February Conference Call. Moire moved that the minutes be accepted as presented. Angeline seconded. Cecil abstained since he was not at the meetings. The motion passed unanimously.

### **Re-Organization Discussion**

Toya presented the updated Executive Director Position Description that took into account feedback from Commissioners. Andrew said if the Commissioners approved the updated description, recruitment would start quickly.

### **Question**

**Paula:** How is Toya participating in the process?

**Toya:** Helping to facilitate the process. Andrew mentioned that they would be taking advantage of Toya's expertise.

Included in the packet is the draft recruitment plan and timeline. This plan outlays how Commissioners can get involved. All Commissioners are encouraged to be active and engaged in the process. Also included in the packet is a list of individuals who will be contacted regarding the open position. There will be broad recruitment for the position.

Andrew opened up discussion on how commissioners felt about incorporating the Early Childhood Initiative with the duties of the Executive Director. He reiterated that he felt this was a good match because the additional focus on literacy will help Serve Colorado meet its match and will also elevate Serve Colorado across the State and create a network of opportunities.

### **Questions**

**Bruce:** How will the time be split between the duties of Serve Colorado and the Literacy Initiative?

**Andrew:** Estimates are roughly 70% Serve Colorado/ 30% Literacy Initiative or 80% Serve Colorado/ 20% Literacy Initiative

**Bruce:** Concerned that funding for the literacy initiative will not be able to be counted as match, as literacy is not a National Service priority.

**Toya:** have included Homero (CNCS Program Officer) in discussions on this and have received positive feedback. It is a priority, as Serve Colorado will be funding the Colorado Reading Corps AmeriCorps program.

**Morie:** asked when the Deputy Director will be hired and the salary range of this position.

**Andrew:** For the Executive Director to be able to concentrate both on Serve Colorado and the Literacy Initiative, this is a critical position. The new Executive Director will hire for this position and the budgeted salary is \$60,000 base salary. The goal is to hire the best Executive Director around, and want to give him or her autonomy for hiring for this position.

**Deb:** also mentioned that the Deputy position is critical. Numerous community organizations want to support the Literacy Initiative and are asking "what can we do." Serve Colorado will be in the position to bring all these parties together and this will allow leverage into other areas.

**Maureen:** felt the Literacy Initiative is a great opportunity to capture the business community. However, expressed concern about how the new Executive Director will manage his/her time. Both Serve Colorado and the Literacy Initiative are full-time jobs.

**Andrew:** The plan is to hire as many as three staff members who will support the Literacy Initiative.

**Amy:** will staff from both Serve Colorado and the Literacy Initiative be housed in one office?

**Andrew:** yes, we are currently working on new space and are a few months away from a move.

**Bruce:** he is happy there is so much energy around education initiatives.

Next Steps in the recruitment process:

1. The job description will be e-mailed out.
2. A hiring committee will be formed. 3-5 people will sit on the interview committee with the goal of sending the top three candidates to the Lt. Gov. for interviews.

**Paula:** how would you like to collect Commissioner Interest in this process?

**Amy:** send an e-mail to her about what part of the process Commissioners are interested in being a part of and she will discuss this with Toya and Andrew. Any additional comments on the job description should be e-mailed to Amy by the end of the day. Amy then thanked everyone for being involved.

### **State Service plan process**

We are currently in year three of a three year State Service Plan. Toya has drafted a process and it will be included in the transition book that is given to the new Executive Director.

The Commission has an obligation to produce a three year State Service Plan and this is a great opportunity to showcase Serve Colorado, National Service and to engage Commissioners. The Commission is required to get the public involved in the process and provide a meaningful way for the community to get involved. Plenty of other plans and information already exist that can be used as a starting point for the State Service plan. Last time around, the Commissioners were very involved in the creation of the Plan. Commissioners should let Amy know if they are interested in being involved. This is a great opportunity to focus and align the Commission to needs in the State and to direct resources.

### **Staff Reports**

Heather gave an update on upcoming events and how Commissioners can be involved in these events.

Mark gave an update on the VISTA Grant. Serve Colorado has been awarded a new three year VISTA grant. There will be eight slots; one VISTA leader, one disability inclusion VISTA and six literacy focused VISTAs.

Terri gave an update on webinars. Due to the cut in PDAT funding, webinars will be used as an important training tool. Next week, three new Webinars will be recorded and stored so people can see them at anytime.

### **Announcements**

Paula will be having her second child in August!

Tom- it is not too late for people to get their tax returns done for free. There are over 35 sites statewide and are on track to do over 11,000 free returns. For a listing of sites and additional information visit: [www.coloradovita.org](http://www.coloradovita.org)

Bruce- is setting up a meeting to bring together people who work in National Service in education so they can meet each other. The meeting notice will go out to everyone.

Morie- AARP, Arc and Volunteers of America are kicking off a food drive to benefit City Harvest. Additional information will go out to everyone.

The meeting adjourned at 10:56 a.m.